
**CITY OF SANDPOINT PARKS AND RECREATION
ATHLETIC FIELD RESERVATION POLICY AND PROCEDURES**

I. INTRODUCTION

- A. The City provides park and recreation facilities for public use and enjoyment and to give all residents opportunities to participate in organized sports and activities.
- B. The purpose of this policy is to outline the allocation procedures and rental policies, and acceptable field playability for the permitted use of athletic fields in the City. Due to the limited number of fields and facilities available, the Department has established criteria for priority use. The Department will grant priority to City residents in accordance with this policy and will monitor proper use of allocations and permits.
- C. This policy has been established to ensure that the fields are used for recreational, educational, and community service functions that meet the needs of the community.
- D. The Department reserves the right to make any decision regarding sports programming and facilities that is in the best interests of the Department and residents of the City.

II. DEFINITION OF TERMS

- A. "Sandpoint resident youth organization" is defined as groups or organizations comprised of at least 40 percent Sandpoint residents. Team rosters with individual participant addresses may be required by City staff to verify residency. Youth status is defined as a person under the age of 18 or a person eligible to participate in high school-sponsored events.
- B. "Allocation" is the process used by the Department to assign sports fields and facilities to recognized user groups for practice, games, tournaments, and other recognized events.
- C. "Allocation meeting" is a meeting held biannually or as needed by the Department with recognized organizations to receive requests for fields and facilities and to discuss, prior to allocation, the use of sports fields and facilities. The Allocation meeting dates, times, and content will be determined by City.
- D. A nonprofit or not-for-profit organization is an organization that conducts business for the benefit of the general public without shareholders and without a profit motive. To qualify as a nonprofit organization, the organization must be recognized as a nonprofit from the State of Idaho or another state as a public charity and must have received a tax exemption from the Internal Revenue Service under Section 501(c)(3).
- E. "Basic services" are defined as the maintenance of safe, clean, attractive parks, facilities and buildings and the provision of recreation services for the general public.
- F. "Good Standing" includes historical performance based upon previous allocation and use of fields, proper and timely payment, response to requests for information, compliance with established rules and policies and conditions of fields after use. A request for field allocation will not be considered unless all invoices for prior use have been paid in full and an applicant is otherwise in good standing.

PRIORITY GROUP CLASSIFICATIONS - LEAGUES

- A. Priority use of fields will be allocated as follows:

Group 1 - City-sponsored or co-sponsored events. This includes all Department programs and/or leagues.

Group 2 - Events or activities sponsored by Lake Pend Oreille School District (District).

Group 3 - Nonprofit Sandpoint resident youth organizations comprised of at least 40% Sandpoint residents.

Group 4 – Non-profit youth organizations comprised of less than 40% Sandpoint residents.

Group 5 - All other youth and adult users. This includes for-profit organizations, club teams, clinics and/or camps with individual or team participation fees.

- B. If two or more organizations, in the same priority level (3, 4 or 5 only), request competing fields percentage of City of Sandpoint residency will determine priority allocation (higher % = higher priority).
- C. **Verification of Sandpoint Residency.** Requesting organizations agree that upon request this will be established by providing verified rosters from the past season that include the names and physical addresses for all youth participants.
- D. New not-for-profit organizations that do not have rosters from the previous season will initially be assigned to Group 4.
- E. Games are given scheduling priority over practices.

III. ALLOCATION PROCESS

- A. Fields will be allocated and permitted biannually. These allocations are not intended to interrupt field assignments for teams and/or organizations during the course of a season that has already started.
- B. The Department reserves the right to make adjustments in the field reservation process as needed to address recognized needs or resolve conflicts.
- C. The process for the allocation of fields begins with the submission of a Facility Use Request Form containing as much detail as possible (specific days and times for games and practice). The deadline for submittal is June 15 for Fall play (August, September, October, November, and December) and February 15 for Spring / Summer (March, April May, June, and July).
- D. After the specified time to receive requests has past, the Department staff will begin to draft the process of assigning fields, dates and times to the various organizations based on the priorities in this policy. Draft allocations will be conducted in as fair and equitable manner as possible at the Department's discretion and in accordance with the standards set forth in this policy. **It may not be possible to grant all requests.**
- E. City shall host Allocation Meeting on June 30 (or the next workday if on a weekend) for Fall play and February 28 (or the next working day if on a weekend) for Spring / Summer play. Department will distribute draft schedule for review and host discussions to fine-tune.
- F. Department will make final adjustments as a result of the Allocation Meeting and results shared with all participants.
- G. Reservation requests submitted after the deadline will be reviewed after allocations are granted.
- H. Organizations shall be required to provide complete and accurate schedules WEEKLY as directed by City Staff.. Failure to report weekly might result in loss of use privileges until criteria is met.
- I. If a reserved field(s) is not used three times by the designated organization, the field(s) may be reassigned. Prior to reassignment, organizations will be notified by City staff.
- J. The City reserves the right to cancel a reservation to accommodate the needs of any City-sponsored/co-sponsored tournament and/or special event.
- K. Requests for additional use, programs or facilities not covered by the Field Reservation Policy should be submitted with the organization's original request.

IV. COLLECTION OF PAYMENT

- A. The City will collect payment based on actual use as gleaned from the weekly reports. Organizations will be contacted with use per City records and given an opportunity to review and correct if needed. To remain in good standing payment must be submitted no later than one month past last reserved block (game or practice).

V. TOURNAMENTS

- A. The City has a strong interest in developing and attracting tournaments to the community. Tournaments are a unique opportunity to showcase facilities and the community, provide enhanced levels of play and provide revenue for the City. As such, tournaments will be evaluated on a case by case basis with a goal to balance local play with attracting out of town visitors and revenue. Each user "in good standing" has an opportunity to schedule an annual tournament.
- B. Anticipated tournament dates must be included on the Facility Use Request Form.
- C. Official tournament reservations are subject to the City's Special Events Policy and Procedures and must be submitted to the City's designated events coordinator in accordance with the Policy.

VI. MAINTENANCE RESPONSIBILITIES

- A. Field users are responsible for any and all damage or excessive use to City premises, equipment, and property. If after an activity additional maintenance is required (in excess of normal services/time), the applicant will be charged accordingly.
- B. Failure to pay for damages may result in the immediate loss of existing field allocations, the revocation of existing permits, and the refusal of future allocation requests.

VII. LIABILITY INSURANCE REQUIREMENTS

The City is not responsible or liable for accidents, injuries or loss/damage to property of individuals/groups using public fields and facilities. The applicant will be held responsible for all actions, behavior and damages caused by his/her participants/guests/attendees. All applicants requesting use of athletic fields will be required to provide the City with an original certificate of insurance providing proof of the following coverage:

- i. Public liability and property damage insurance in an amount no less than \$1,000,000 per occurrence.
- ii. The City of Sandpoint must be named as additionally insured.
- iii. The coverage shall not be canceled or reduced without a minimum of 10- day written notice to the City of Sandpoint.
- iv. The certificate must be submitted a minimum of 10 days prior to the event to:

City of Sandpoint
Parks and Recreation Department Attention: Field Reservations
City Hall – 1123 Lake Street
Sandpoint, Idaho 83864

VIII. FIELD USAGE RULES AND REGULATIONS

- A. The Organization and all those associated with the Organization shall follow established park rules and field use rules.

- B. Games and practices are not to start before 8:00 a.m. or extend past 10:00 p.m. (unless otherwise permitted by the Department).
- C. It is the responsibility of the organization's president and the designated liaison to enforce the rules and regulations regarding the conduct of the group while on permitted facilities.
- D. Use begins and ends at the times stated and includes set-up and clean-up.
- E. Groups are not allowed on fields prior to the start time and are required to have the fields cleaned and cleared by the ending time.
- F. No subleasing of fields is allowed under any circumstance.
- G. Any unauthorized use including using fields without a permission interfering with another user (squatting) may result in loss of good standing.
- H. City fields will be prepared with bases and goals. Users may not move or remove any equipment without authorization of Parks Supervisor.
- I. Fields for practice will not be prepped; they will only be dragged as needed.
- J. Tarps and material that may damage the grass are prohibited from being placed on the turf. Any turf coverings used must be made of a breathable material. Tarps are prohibited on fencing.
- K. Parking is allowed only in designated areas. Cars improperly parked may be cited.
- L. Amplified sound is not allowed on any field without City prior approval. Use of artificial noisemakers, horns, rattles, bells, or whistles by spectators is not allowed.
- M. Balls and other equipment thrown, batted, kicked, or otherwise landing on private property shall not be retrieved without the property owner's permission. Climbing walls or entering gates to access private property is prohibited.
- N. Property boundary walls and fences are not to be used as backstops.
- O. Portable goals and/or markers are allowed but must be removed daily and must have prior approval.
- P. Holes may not be dug in the turf or dirt infield.
- Q. Each user group is responsible for picking up trash and debris and depositing it into the proper trash bins at the conclusion of games and practices. Adjoining areas must also be clear of all trash. Organizations should ask players and spectators to pick up litter in dugouts, sidelines, stands and the immediate vicinity of the game or practice.
- R. Organizations must leave park areas immediately after games and practices safely and quietly, especially after late games. This is a courtesy to neighbors.
- S. Misuse of a public park or the failure to follow established procedures, rules and regulations by any group or individual of a group is cause for loss of privileges.
- T. No group or individual is permitted to maintain a storage unit (or similar object) on or around a field without written approval from the City.

IX. CONDITIONS OF USE

- A. Tournament, practice and league game dates must be specified when making field reservations including set up and take down.
- B. The Department must be notified immediately if a reserved field(s) is no longer needed or if there is a change in the organization's playing schedule. Unless otherwise directed by Parks and Recreation Director full fees shall be assessed if Organization cancels without minimum of 24-hour notice.

X. TURF PRESERVATION

Cooperation is needed for the preservation of turf on City fields by following these guidelines:

- A. Field use, especially practices, should be conducted in such a way that the action takes place on different sections of turf, thus reducing excessive damage in one area. Rotate use of areas and, when possible, stay off fringe areas to limit erosion and further damage.
- B. Replace turf divots at the end of each day to help re-root grass.
- C. No tarps or material that may damage the grass may be placed on the turf. Any turf coverings used must be made of a breathable material.
- D. Do not use fields during or after a heavy rain, or when wet or muddy (see inclement weather policy).
- E. Multi use sports team practices are not to be held on the infield area of a softball or baseball diamond.
- F. Remove all equipment at the conclusion of each day.
- G. Do not overcrowd fields by scheduling multiple games in reserved areas. Allow a distance between fields for safe passage of spectators and participants.
- H. Report hazards to Parks shop at 208-263-3379. For emergencies call 9-1-1
- I. Do not drive or park cars, motorcycles, or other motorized vehicles on turf areas, or non-designated parking spaces.

XI. ATHLETIC FIELD LINING/MARKING

- A. Lining of City fields is prohibited without prior written approval.
- B. Burning lines on City fields is prohibited.

XII. FIELD MODIFICATIONS

- A. Requests to modify or improve any City fields must be submitted for review to the Department for consideration. A request to modify or improve a site does not constitute approval.
- B. No permanent structures or equipment can be erected on fields or facilities unless approved by the City and dedicated for community use.
- C. Approval will be provided in the form of a written document and will outline the scope of the modifications as approved.

XIII. INCLEMENT WEATHER POLICY AND PROCEDURE

- A. The City reserves the right to cancel or suspend field use when field conditions could result in injury to players or cause damage to fields.
- B. During inclement weather, the City's Sports staff will assess the playability of all City- owned fields. As a general rule, if a footprint leaves standing water the field is saturated and unsafe for play.
- C. With regards to evaluating playing conditions, groups should employ the playability criteria used by City staff and take into consideration the current and future quality of the turf.
- D. Groups witnessing misuse of fields by other scheduled or unscheduled users are advised to contact the City of Sandpoint Parks and Recreation Department at 208 - 263-3613.

XIV. PERMIT CANCELLATION

The Department reserves the right to cancel any reservation for City field use for any of the following reasons:

- It conflicts with a City-sponsored league, program, activity, or event
- Maintenance needs/issues
- Overuse of a field
- Unsafe conditions

In these cases, all attempts will be made to provide advance notice and to schedule an alternate location. In the event of an emergency, when only short or no notice can be afforded, groups must cooperate with the cancellation so as not to risk loss of rental/allocation privileges. The City is not obligated to provide alternate fields if none are available.

XV. VIOLATIONS

Violations of this policy may, at the Department's discretion, result in the immediate loss of existing privileges, the refusal of future allocation requests, charges for the cost of any modification or repair to a field or facility related to the violation, and other actions as warranted. The Department will provide written notice of the violation and the action it will be taking as a result of the violation.

XVI. APPEALS PROCESS

The Department Director or designee will interpret and apply this Field Reservation Policy. A field user or potential field user may appeal any decision or notice of violation of this policy in writing within 10 days of the decision or notice of violation to the Parks and Recreation Department at:

City of Sandpoint
Parks and Recreation Department Attention: Director
City Hall – 1123 Lake St.
Sandpoint, Idaho 83864

All appeal letters must include the basis of the appeal and will be reviewed by the City Administrator who will make the final decision or, at his/her discretion present to City Council. All decisions will be made in the best interest the community as a whole and as related to the City's Strategic Plan, Parks and Recreation Master Plan and the policies and procedures of the Department.